

PRELIMINARY PLAT APPLICATION

FAYETTE COUNTY PLANNING & ZONING DEPARTMENT
140 STONEWALL AVENUE WEST
SUITE 202
FAYETTEVILLE, GEORGIA 30214
770-305-5421

The Fayette County Zoning Ordinance, Subdivision Regulations, Sign Ordinance, and Development Regulations are available from the Planning & Zoning Department located at 140 Stonewall Avenue West, Suite 202, Fayetteville, Georgia. The office is open from 8:00 A. M. until 5:00 P. M. They may be purchased during these hours.

ORDINANCE FEES

Zoning Ordinance	\$5.00	Sign Ordinance	\$3.00
Subdivision Regulations	\$5.00	Development Regulations	\$10.00

PLANNING COMMISSION MEMBERS

Al Gilbert

Bill Beckwith

James Graw

Tim Thoms

Doug Powell

PRELIMINARY PLAT APPLICATION

Owner of Property: _____

Address: _____

Phone: _____

Agent for Owner: _____

Address: _____

Phone: _____

Location: Land Lot: _____

District: _____

Road: _____

Present Zoning: _____

Total Number of Acres: _____

Total Number of Lots: _____

Street Access Name: _____

Surface Type: _____

Subdivision Name: _____

Interior Street Names: _____

Location of Nearest Water Line (if applicable):

Date of Planning Commission Hearing:

I respectfully submit this application and certify that the above information is correct and true to the best of my knowledge.

_____, 20____

Applicant Signature

_____, 20____

Notary Public

APPLICATION DEADLINE IS 12:00 NOON ON DEADLINE DATE WITH NO EXCEPTIONS.

Deadline for application to appear before the Planning Commission is the 1st of the month by noon. Once the Preliminary Plat has been approved by all required departments, the Preliminary Plat will be placed on the first available Planning Commission Agenda. The Preliminary Plat must be approved by all required departments no later than the Monday of the week prior to the Planning Commission Public Hearing. Planning Commission regularly meets on the first Thursday of each month at 7:00 P.M. in the Courtroom of the Fayette County Courthouse.

PROPOSED SCHEDULE FOR 2010-2011 - PRELIMINARY PLATS
DATES SUBJECT TO CHANGE

APPLICATION
DEADLINE:

PLANNING COMMISSION
HEARING DATE:

November 2, 2009

December 3, 2009

December 1, 2009

January 7, 2010

January 4, 2010

February 4

February 1

March 4

March 1

April 1

April 1

May 6

May 3

June 3

June 3

July 1

July 1

August 5

August 2

September 2

September 1

October 7

October 1

November 4

November 1

December 2

December 1, 2010

January 6, 2011

If the 1st of the month falls on the weekend or a holiday, the deadline is extended to the next working day.

If a hearing falls on a holiday, a new hearing date will be announced.

Project: _____

Applicant: _____

Zoning (Items marked with * are missing or deficient)

- ____ 1. Name of subdivision, scale of plat (not to exceed 1" = 100'), north arrow, date, and vicinity map.
- ____ 2. Name, address, and telephone number of owner and/or developer.
- ____ 3. Name, address, and telephone number, registration number, seal and signature the project's engineer, surveyor, or architect. The design profession must be licensed in the State of Georgia.
- ____ 4. Show property lines with bearings and distances of subject property. Provide a matching Warranty Deed and legal description of property (if applicable).
- ____ 5. Provide total acreage of tract, total number of lots, acreage in lots, acreage in right-of-way (R/W) and acreage used for stormwater management.
- ____ 6. Indicate current zoning of property; rezoning information including petition number, date of approval and exact wording of any rezoning conditions (if applicable); and any approved variances including petition number and date of approval (if applicable).
- ____ 7. Show front, side, and rear setback lines as dashed lines. Indicate minimum lot width at the front building line.
- ____ 8. Show and dimension all proposed lot lines, lot numbers, and lot sizes to the nearest 1/100th acre.
- ____ 9. Provide zoning and property owner name and/or subdivision name of all adjacent properties.
- ____ 10. Indicate how lots will be served by water and sewage disposal.
- ____ 11. Identify all existing structures and features and label as "to remain" or "to be removed". Structures to remain must be shown on individual lots and meet all applicable zoning requirements. "Features" include railroads, sewers, bridges, culverts, drain pipes, water mains, water lines, fire hydrants, cemeteries, etc. Provide a note if there are no existing structures or features on the property.
- ____ 12. Show all existing and proposed streets on and adjacent to property. Label R/W widths; provide R/W dedication, as needed. Label proposed street names.
- ____ 13. Show location, purpose, and width of any easements of record. Provide a note if there are no existing easements associated with the property.
- ____ 14. Indicate the boundaries, area, and proposed site improvements for any recreation areas. Label recreation areas "Not a Residential Building Lot, For Recreational Purposes Only."

- _____ 15. If the subdivision is to be developed in phases, delineate the boundaries of each phase and label each development phase including acreage and total number of units per phase.
- _____ 16. Provide the following statement: “Approval of this preliminary plat shall expire eighteen (18) months from the date of approval by the Planning Commission unless a final plat for at least one (1) section has been approved or street base construction on at least one (1) section has been completed and inspected.”
- _____ 17. Provide the following statement: “This preliminary plat has been reviewed and approved by the Planning Commission on _____ by. _____.”
- _____ 18. Indicate “Common property under the ownership of the Property Owners Association” at each entrance of the nonresidential subdivision or “Common property under the ownership of the Home Owners Association” at each entrance of the residential subdivision.

Upon approval of the Preliminary Plat, the applicant should submit two sets of construction drawings to the Stormwater Management Department and three sets to the Water System.

Comments:

Planning & Zoning Dept. Approval/Date

Planning & Zoning Dept. Resubmit/Date

Planning & Zoning Department
 Administrative Complex - Suite 202
 140 Stonewall Avenue, West
 Fayetteville, Georgia 30214
 (T) 770-305-5421
 (F) 770-305-5305 or 770-305-5258
 E-mail: zoning@fayettecountyga.gov

Project: _____

Applicant: _____

Engineering – See pages 1 & 2 for Zoning Comments (items 1 thru 18)

- _____ 19. Topography – Show existing land contour lines at ten (10) foot intervals. Label the contours. Indicate the source of the topographic data and the datum used.
- _____ 20. State Waters – Show all state waters within the subdivision and all state waters around the property that have floodplain, wetlands, or watershed protection buffers and setbacks that extend into the subdivision property. Provide a note if there are no state waters.
- _____ 21. Watershed Protection – Delineate watershed protection buffers and setbacks per Article VII of the Development Regulations. Label as “Watershed Protection Buffer” and “Watershed Protection Setback”. Show the 1,000-ft watershed protection impact boundary, if applicable.
- _____ 22. Floodplain – Delineate FEMA 100-year floodplain and the 100-year flood elevation for any ponds, lakes or other man-made flood hazards on the property. Provide a note if there is no floodplain on the property. Reference the FIRM panel number.
- _____ 23. Floodplain – Indicate the area outside floodplain for each lot containing a flood hazard area. These lots shall have fifty percent of the minimum lot size (per the applicable zoning district) or one acre, whichever is greater, outside the 100-year floodplain. The area outside the floodplain must be contiguous.
- _____ 24. Wetlands – Delineate all jurisdictional wetlands. Provide a note if there are no wetlands on the property.
- _____ 25. Wetland Certification – Provide a wetland certification statement per Section 5-1.9 of the Fayette County Subdivision Regulations.
- _____ 26. Soils – On a separate sheet, provide a Level III soil survey for the property.
- _____ 27. Soil Certification – Provide a soil certification statement per Section 5-1.10 of the Fayette County Subdivision Regulations.
- _____ 28. Corner Lots – Fillet (20-ft radius) or chamfer corner property lines at street intersections.
- _____ 29. Contiguous Areas – Provide a tabular summary of each lot’s contiguous area that is free and clear of zoning buffers and setbacks, watershed protection buffers and setbacks, jurisdictional wetlands, and easements of any kind. Section 6-3.3 of the Subdivision Regulations lists the minimum area requirements per zoning district.
- _____ 30. Street Length – Provide proposed street lengths. Street length not to exceed 3,000 feet as measured from closest intersection with two means of access (See § 6-5.3 of Subdivision Regulations).
- _____ 31. Entrances – Subdivision entrances shall meet sight distance requirements and minimum distance between intersection requirements (both sides of street). Provide appropriate data on the plat. See § 8-53, 8-54 and 8-55 of Development Regulations.
- _____ 32. Groundwater Recharge Area? – Engineering Department to determine.

- ____ 33. Trees – Show location of all specimen trees within 100 feet of the centerline of all right-of-ways, stormwater management structures, and utility and drainage easements.
- ____ 34. Trees – Identify any specimen trees designated for removal. Include the tree size (DBH), species (common name) and justification for removal. See § 8-179 (G) of Development Regulations.
- ____ 35. Stormwater – Show offsite area and peak flow (Q_{10} and Q_{100}) for drainage areas passing through site.
- ____ 36. Stormwater – Delineate and label drainage basins within the project area.
- ____ 37. Stormwater – For each basin, provide the drainage area and existing and proposed CN values. For predevelopment - pastures, meadows, woods and open space should be considered “good” condition (see Table 2.1.5-1 of Stormwater Blue Book).
- ____ 38. Stormwater – Delineate and label areas to be used for stormwater management – areas should be consistent with the hydrologic data provided above.
- ____ 39. Stormwater – For each drainage basin, provide a narrative description of how water quality, stream channel protection, and flood protection criteria will be satisfied. For example “water quality criteria for basin A1 will be satisfied via a sand filter or similar BMP located on common property” or “Basin A1 is exempt from water quality criteria via the environmentally sensitive large lot subdivision design credit.”
- ____ 40. Stormwater – All stormwater management control structures shall be on common property.

Upon approval of the Preliminary Plat, the applicant should submit two sets of construction drawings to the Engineering Department and three sets to the Water System.

Comments:

Stormwater Management Department
 140 Stonewall Avenue West, Suite 203
 Fayetteville, Georgia 30214
 (T) 770-305-5410
 (F) 770-305-5305 or 770-305-5258

Stormwater Management Dept. Resubmit/Date

Stormwater Management Dept. Approval/Date

5-1 The Preliminary Plat.

5-1.1 Title Block. The title block shall show the name of the proposed subdivision, County, State,

name, address, and Georgia registration number of the engineer, surveyor, and/or architect.

- 5-1.2 North Point. The plat shall show the true north point, scale (minimum scale 1" equals 200 feet), total acreage of the site, and total number of residential lots created.
- 5-1.3 Topography. The plat shall show existing contour lines dashed and proposed contour lines solid and both shall be shown at ten (10) foot intervals of elevation, based upon M.S.L. datum. Accuracy shall be within 1/2 contour intervals.
- 5-1.4 Existing Features. The plat shall show the location and names of existing and platted property lines, streets, water courses, railroads, public and private rights-of-way, sewers bridges, culverts, drain pipes, water mains, public utility easement, parks and other public open spaces and names of adjoining property owners or subdivisions.
- 5-1.5 Dedications and Reservations. The plat shall show all parcels of land to be dedicated or reserved for public use including the names, locations and widths of all proposed streets, parks and other public spaces.
- 5-1.6 Lot Lines. The plat shall show all proposed lot lines, lot and block identifications, and building setback lines.
- 5-1.7 Vicinity Map. The plat shall show a vicinity map of such a scale that the subdivision may be readily identified.
- 5-1.8 State Waters. The preliminary plat shall show all state waters within the subdivision. The plat shall also show all state waters around the property that have associated floodplain, wetlands, or watershed protection buffers and setbacks that extend into the subdivision.
- 5-1.9 Wetlands. The plat shall show the delineation of all jurisdictional wetlands. The wetland delineation shall be made following the procedures established by the U.S. Army Corps of Engineers. The plat shall also include the following certification statement.

I _____ of _____
name organization

do hereby certify that I have field inspected the property known as

_____ on _____ and determined that the property
subdivision name date

☐ contains ☐ does not contain jurisdictional wetlands as defined by the U.S. Army Corps of Engineers.

Signature of Wetland Delineator

Company Address & Telephone

- 5-1.10 Soils. The plat shall indicate and delineate the classification of soils across the property. The soil classification work shall be done following the procedures for Level III soil surveys established in the Georgia Department of Human Resources' current *Manual for On-Site Sewage Management Systems*. The plat shall also include the following

certification statement.

I _____ do hereby certify that the Level III soil
name
survey information provided on this plat was performed by
_____ in accordance with the procedures specified in
company name
the Georgia Department of Human Resources' current *Manual for On-Site Sewage
Management Systems*.

Signature of Soil Classifier

Georgia DHR Soil Classifier, Professional
Geologist, or Professional Engineer
Registration No.

Company Address & Telephone

5-1.11 Checklist. In addition to the above items, the preliminary plat shall satisfy all the requirements listed on the Fayette County Preliminary Plat Checklist, available in the Zoning Department.

5-1.12 Completeness. If any of the above facts are omitted or misrepresented on the plat, the Zoning Administrator may refuse to review the plat and shall return the plat to the subdivider to be completed or revised.

5-2 The Final Plat.

5-2.1 Sheet Design. The final plat shall conform in general with the preliminary plat and requirements therefore, as set forth in these regulations and shall be drawn in permanent ink on one (1) or more sheets of linen tracing cloth or reproducible plastic measuring seventeen (17) inches by twenty-two (22) inches as per plat book. When two or more sheets are used, a key map shall be shown with each sheet. There shall be a two (2) inch margin on the left end of the plat and one-half (1/2) inch margin on the remaining three sides.

A revision to a recorded plat shall be drawn in permanent ink on a sheet of linen tracing cloth or reproducible plastic measuring a minimum of ten (10) inches by fourteen (14) inches, and if necessary, a maximum of seventeen (17) by twenty-two (22) inches.

5-2.2 Certificates. The following certificates shall be entered on the face of the plat:

OWNER'S CERTIFICATE

We, the undersigned owner(s) and/or mortgagee(s) of the
_____ Subdivision, hereby offer to dedicate and/or
reserve for public use the rights-of-way, easements and other ground shown on this plat.

Owner	Date	Mortgagee	Date
_____	_____	_____	_____
_____	_____	_____	_____

(Ordinance No. 2000-03)

SURVEYOR'S CERTIFICATE

I hereby certify that this plat is true and correct and was prepared from an actual survey of the property by me or under my supervision; that all monuments and infrastructure shown hereon actually exist or are marked as "future"; and their location, size, type and material are correctly shown.

By: _____
 GA Registered Land Surveyor – Signature and Number Date

ENGINEER'S CERTIFICATE

I hereby certify that accepted engineering practices and design methods were used to establish the layout of this development; that the streets, drainage structures and other design features have been constructed according to the development's approved Construction Drawings; and that all applicable requirements of Fayette County's Development Regulations and Subdivision Regulations have been fully complied with.

By: _____
 GA Professional Engineer – Signature and License Number Date

5-2.3 **Approvals.** The following spaces shall be provided (as shown in Figure 1) in the form listed below for approval by all agencies having jurisdiction:

Approved by Department of Public Health, Fayette County, Georgia,

Date _____ Signed _____
 Environmental Health Specialist
 (Amended 6/23/94)

Final plat approved by County Engineer of Fayette County. All as-built construction plans have been approved.

Date _____ Signed _____
 County Engineer
 (Amended 8/27/87)

Approved by the Fayette County Planning Commission. (Amended 6/23/94)

Date _____ Signed _____
 Secretary

Approved by the Fayette County Zoning Administrator. (Amended 6/23/94)

Date _____ Signed _____

Zoning Administrator

Approved by Fayette County Fire Marshal. All fire hydrant(s) located as shown. (Amended 6/23/94)

Date _____ Signed _____
Fire Marshal

- 5-2.4 Surveying. The final plat shall contain the location, bearing, and length of every street line, lot line, boundary line, and easement line, whether curved or straight. All dimensions shall be shown in feet and decimals to the nearest one-hundredth (1/100) of a foot, and all angles shall be shown to the nearest minute. The error of closure shall not exceed third order accuracy, one (1) in five thousand (5000).
- 5-2.5 Monuments. The final plat shall show the accurate location, material, and description of all monuments. A permanent master bench mark shall be established within the site by transfer of levels, not less than third order accuracy, from the nearest approved bench mark of known elevation (M.S.L.) showing its location on the final plat, and recording its elevation on the final plat to the nearest one-hundredth (1/100) of a foot.
- 5-2.6 Easements. In addition to the requirements for the preliminary plat as set forth in Section 5-1.4 of these regulations, the final plat will show the location and width of all temporary construction easements (as required by standard engineering practice), public utility easements and drainage easements where required.
- 5-2.7 Wetlands. The Final Plat shall show all jurisdictional wetlands on the subject properties, identify the source of the wetland delineation, and contain the following statement, if applicable:
- Wetlands shown on this plat are under the jurisdiction of the U.S. Army Corps of Engineers. Property owners may be subject to penalty by law for disturbance to these wetland areas without proper authorization.*

- 5-2.8 Final Plat Application/Checklist.

The final plat shall contain items listed on the Final Plat Checklist available in the Zoning Department. (Added 6/23/94; Ord. No. 2000-03)

6-1 Block.

6-1.1 Non-residential. Blocks for other than residential use shall be of such length and width as may be suitable for their prospective use, including adequate provision for off-street parking and maneuvering space.

6-1.2 Residential. The length of residential blocks shall not exceed fifteen hundred (1,500) feet nor be less than four hundred (400) feet. Blocks of more than fifteen hundred (1,500) feet will be permitted if natural or man made barriers such as streams and railroads require blocks of greater size. The depth of residential blocks shall be sufficient to allow two (2) tiers of lots, unless prohibited by natural or man-made barriers, or unless one tier backs on to a line of another person's property, provided that this shall not prevent the inclusion with the subdivision plan of blocks of greater width including super blocks. Super blocks may contain public or joint use areas such as parks and playgrounds and shall be covered by adequate maintenance agreements if not dedicated and accepted for public maintenance.

6-1.3 Crosswalks. Rights-of-way for pedestrian crosswalks shall be provided when in the opinion of the Planning Commission, Zoning Administrator, or County Engineer crosswalks are necessary for direct pedestrian access to schools, shopping centers, and parks. The crosswalk right-of-way shall not be less than twenty (20) feet wide. (Ordinance No. 2000-03)

6-2 Easements.

6-2.1 Utility. Utility easements for overhead services shall be located at the rear or side of and adjacent to the lot lines and shall be a minimum width of fifteen (15) feet. Where possible, water lines shall be located outside the curb line on the west and south sides of streets; sewer and gas lines shall be on the east and north sides. Wherever public utility easements are planned adjacent to the subdivision tract boundary or phase, they shall be platted within said subdivision or phase thereof.

Water and sewer lines outside of street rights-of-way shall follow side and rear property lines where possible and shall have a minimum easement width of twenty (20) feet except that a greater width shall be provided where it is determined by the County Engineer that a greater width is necessary for maintenance or construction.

6-2.2 Drainage. Drainage easements shall be provided as required by the County Engineer after review of the construction plans.

6-2.3 Dedication of a permanent high-water and maintenance easement to an elevation of 840 feet along Whitewater Creek north of Hood Road is required. (Amended 6/26/86)

6-3 Lots.

6-3.1 Minimum Lot Size. Minimum lot size shall be as prescribed in the Zoning Regulations for the County of Fayette.

6-3.2 Minimum Lot Elevation. The lot area contained within and contiguous to the building walls and for a minimum distance of ten (10) feet measured from all sides of said

building, shall have a minimum elevation of three (3) feet above the 100-year flood stage of streams or canals in the particular area being developed based on acceptable engineering procedure and approved by the County Engineer. And that said minimum elevation shall be subject to approval by the Commissioner of Health if it would affect the positioning of the septic system. (Ordinance No. 2000-03)

6-3.3 Contiguous Areas. Each residential lot shall have a minimum contiguous area that is free and clear of zoning buffers and setbacks, watershed protection buffers and setbacks, jurisdictional wetlands, and easements of any kind. The required minimum contiguous areas, set forth below, are a function of zoning requirements and minimum lot sizes.

Zoning District	Minimum Contiguous Area Free & Clear (ac)
A-R	2.0
EST	1.3
R-85, R-80	1.5
R-78, R-75, R-72, R-70	0.9
R-55, R-50, R-45, R-40, R-20, DR-15, C-S	0.6 ¹
R-55, R-50, R-45, R-40, R-20, DR-15, C-S	0.3 ²

¹ Where public water is not available (lots have individual wells)

² Where public water is available

6-4 Building Lines.

CONTINUE EXISTING SUBDIVISION REGULATIONS. . .

For complete information, please see Fayette County Zoning Ordinance and for further information regarding subdivision plat approval and the paving of roads to County specifications, see Fayette County Subdivision Regulations, Fayette County Development Regulations, and Fayette County Floodplain Ordinance.

1. **3-76. Subdivision.** All divisions of a tract or parcel of land into two (2) or more lots, building sites, or other divisions for the purpose, whether immediate or future, of sale, legacy, or building development and includes all divisions of land involving a new street or change in existing streets, and includes resubdivision and where appropriate to the context, relates to the process of subdividing or to the land or area subdivided; provided, however, that the following are not included within this definition:
 - (a) The combination or recombination of portions of previously platted lots where the total number of lots is not increased and the resultant lots are equal to the standards of the municipality;
 - (b) The division of land into parcels of five (5) acres or more where no new street is involved.
2. **5-13. Street Frontage.** No principal building to be used for residential purposes shall be erected on any lot which has less than 100 feet of immediate road frontage on a local street or 125 feet of immediate road frontage on a collector or arterial street except: (Amended 4/9/92)
 1. The lot is "Landlocked Property" as provided in Section 5-14.; or (Amended 4/9/92)
 2. The lot is located on the turn-around portion of a County-maintained cul-de-sac. (Amended 4/9/92)All principal buildings to be used for commercial or industrial purposes shall have at least 125 feet of frontage on at least one State-or-County-maintained street. (Amended 4/9/92)
3. **5-14. Landlocked Property.** In the event property is a landlocked lot, as of the effective date of this Ordinance, the property owner shall be entitled to one (1) building permit, provided:
 - A. No other principal building exists or is being constructed on said property;
 - B. No other valid building permit has been issued prior to the effective date of this Ordinance and is currently valid;
 - C. The property was and continues to be under single ownership since the effective date of this Ordinance;
 - D. The property owner has acquired a twenty (20) foot easement to a County-maintained street, and said easement has been duly recorded and made a part of the property deed; and
 - E. In the event said property is divided into two (2) or more tracts, no further building permits shall be issued until such time as there exists a street meeting all of the requirements as specified in the Fayette County Subdivision Regulations.
4. **5-15. Lots with Multiple Frontage.** In the case of a corner lot, yard setback requirements shall be equal to that required for the front yard setback for the District. The remaining setbacks for a corner lot shall be

those established for a side yard. If a building is constructed on a through lot having frontages on two (2) streets not at an intersection, a setback from each street shall be provided equal to the front yard requirement for the District in which the lot is located. (Amended 11/12/81)

5. **5-28. Lots with Well and/or Private Sewage System.** Any lot upon which both an individual well and septic tank or private sewage system are to be provided shall be governed by Title 88 of the Georgia Code Annotated, entitled "Public Health", and shall be further governed by the Georgia Department of Human Resources Rules and Regulations for Individual Sewage Disposal Systems and further by the rules and regulations of the Fayette County Health Department as amended from time to time. Lots using both well and septic tank systems shall not be less than one and one-half (1-1/2) acres in size.
6. **Section D.,5. Standards for Subdivision Proposals, Development adjacent to Flood Fringe Areas.** In all zoning districts, not less than fifty (50) percent of the lot area as established by the applicable zoning district shall be above the 100 year flood elevation. (Amended 2/22/90)